



REGISTERED NURSING EDUCATION PROGRAM

Request for Application

SPECIAL PROGRAMS

**California Healthcare Workforce Policy Commission
400 R Street, Suite 330
Sacramento, California-95811
(916) 326-3700**

June 2009



Healthcare Workforce Development Division
400 R Street, Suite 330
Sacramento, California 95811
(916) 326-3700
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SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAMS APPLICATION

TABLE OF CONTENTS

INFORMATION

Schedule and Deadlines.....	ii
Authority	iii
Funding	iii
Eligibility	iii
Selection Criteria	iv
Awards	iv
Application Information	v
Invitation	v
Instructions	vi-ix

APPLICATION

Checklist Needs.....	1
Face Sheet.....	2
Section I Program History/Statistics	3-4
Section II Program Graduates.....	5
Section III Racial/Ethnic Background of Graduates/Students	6-7
Section IV Education in California Registered Nursing Shortage Areas.....	8
Section V Special Programs Description.....	9
Section VI Summary of Expenditures/Revenues.....	10
Section VII Budget Justification & Summary	11-17
Section VIII Organization and Faculty	18-19
Section IX Student/Graduate Matrix	20-21
Section X Program Replication.....	22
Section XI Program Sustainability	23
Section XII Timeline	24
Section XIII Special Program Evaluation.....	25
Section XIV Letters of Support	26
Section XV Approved/Accredited.....	27
Section XVI Payee Data Record.....	28-29

ATTACHMENTS

A. Health and Safety Code, Sections 128200-128241	31-38
B. Standards for Registered Nursing Education Program	39
C. Guidelines for Registered Nursing Education Program	40-44
D. Standards for Funding Special Programs.....	45
E. Guidelines for Funding Special Programs.....	46-48
F. Contract Criteria for Registered Nursing Education Programs	49-52
G. California Healthcare Workforce Policy Commission Operating Guidelines	53-54

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAMS APPLICATION

SCHEDULE AND DEADLINES

<i>September 3, 2009</i>	Release of Request for Application (RFA). Post RFA on the California Healthcare Workforce Policy Commission (Commission) web site at: http://www.oshpd.ca.gov/HWDD/Song_Brown_Prog.html
<i>November 5, 2009</i>	APPLICATION DUE. Completed application must be received at the Commission office by 5:00 p.m. on due date. Due date postmarks <u>will not</u> be accepted.
<i>November 5, 2009 - January 6, 2010</i>	Review of applications
<i>February 9-10, 2010</i>	Commission meeting: Presentations by nursing programs; award of funds
<i>February 23, 2010</i>	Send notices to awardees and non-eligible applicants. Post and announce final Song-Brown Registered Nursing Program Education <u>awards</u> on the Commission web site. http://www.oshpd.ca.gov/General_Info/Press_Room/index.html
<i>February – April 15, 2010</i>	Write contracts
<i>February – April 2010</i>	Send contract agreements to nursing programs for signatures, and forward to OSHPD Business and Contract Services Unit.
<i>July 1, 2010 – June 30, 2012</i>	Contracts effective

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAMS APPLICATION

AUTHORITY:

Pursuant to the Song-Brown Health Care Workforce Training Act, Health & Safety Code Sections 128200, et. seq., (Attachment A) the California Healthcare Workforce Policy Commission (Commission) will be accepting applications from programs that educate registered nurses (RNs) and which meet the standards and guidelines promulgated by the Commission (Attachments B-G).

FUNDING:

SPECIAL PROGRAMS:

Each program may apply for a maximum single award of \$125,000 for a project no longer than 2 years in length. These special programs may include the development of courses or programs that assist students in successfully passing the NCLEX; the development of a graduate level nursing program that prepares nurses to become nursing faculty; infrastructure to support expanded educational capacity; clinical or preceptorship experiences that link nursing education programs with medically underserved communities; other programs consistent with statutes and activities of the Commission.

Although, indirect costs are acceptable expenses, they will not be provided over and above the total award amount, nor in excess of 8% of the total dollars requested. In order to maximize the funds available for program development, we recommend applicants waive or minimize the indirect cost rate they request.

A total of \$500,000 will be available for Special Programs funding. The Commission may award full funding, partial or no funding to an applicant based on the applicant's success in meeting the selection criteria and the amount of funds available to award.

ELIGIBILITY:

All accredited California schools or programs of Nursing located within California are eligible to apply for Special Program funding. All nursing education programs applying for Song Brown funds must meet the standards and guidelines adopted by the Commission (Attachments B-G). Programs may only apply for funding of projects which begin no earlier than July 1, 2010 and end no later than June 30, 2012. Programs may be funded for two years.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAMS APPLICATION**

SELECTION CRITERIA:

Applications received will be evaluated based on each program's ability to demonstrate in the application and presentations to the Commission that they have met the Standards and Guidelines for funding adopted by the Commission.
(Attachments B–G)

CRITERIA:

Section 128230 of the Song-Brown Act requires that:

“...the Commission shall give priority to programs that have demonstrated success in the following areas:

- (a) Actual placement of individuals in medically underserved areas.
- (b) Success in attracting and admitting members of minority groups to the program.
- (c) Success in attracting and admitting individuals who were former residents of medically underserved areas.
- (d) Location of the program is in a medically underserved area.
- (e) The degree to which the program has agreed to accept individuals with an obligation to repay loans awarded pursuant to the Health Professions Education Fund.”

AWARDS:

Recommendations for the award of contracts will be made by the Commission to the Director of OSHPD. Such recommendations will be made after review of the responses to this request for applications at a public meeting of the Commission scheduled for **February 9-10, 2010**. Awarded programs will be required to submit biannual progress reports and a final report complete with data outcomes on the Special Program at the end of the funding period.

QUESTIONS:

Questions regarding the Request for Application (RFA) and the review process may be submitted to OSHPD by contacting:

Manuela Lachica at (916) 326-3752, via e-mail at: mlachica@oshpd.ca.gov or by FAX at (916) 322-2588.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

APPLICATION INFORMATION:

The applicant is to submit one completed checklist and one signed original application package with seventeen (17) copies, for a total of eighteen (18) complete applications. Copies must be:

- Double sided (back to back)
- Binder clipped together, do not use rubber bands, paper clips, folders, or staples

Submit packages to:
Office of Statewide Health Planning and Development
Healthcare Workforce Development Division
Song-Brown Program - Attn: Manuela Lachica
400 R Street, Suite 330
Sacramento, CA 95811

NOTE: Federal Express does not recognize zip code 95811, please use zip code 95814 for mailing.

DEADLINE:

The complete application package must be received at OSHPD by 5:00 p.m. Pacific Time on Thursday, November 5, 2009. No extensions of the due date and/or mailing time will be granted.

We encourage programs to submit their application package in advance of the final deadline. If you would like to receive confirmation that we have received your application and that it is complete, please contact Terrie Smith at (916) 326-3754 or email tsmith@oshpd.ca.gov.

PLEASE NOTE: Acceptance of application packages will NOT be based on postmarks. It is the applicant's responsibility to ensure that the application package is received in the office by the deadline.

INVITATION:

The Commission invites the Program Director, or other authorized representative of the program to be present at its meeting on **February 9-10, 2010**, to provide a 7 to 10 minute summary of the proposed application as outlined in the Commission's Operating Guidelines (Attachment G) and answer any questions the Commission might have. Applicants are strongly encouraged to attend the Commission meeting and remain until funding decisions are made in order to be available to answer questions regarding the program and/or application which may arise subsequent to the presentation by the program. The applicant institution's representative should be prepared to amend the request if the Commission suggests that such an amendment would enhance the application's chances. Presentations will be heard by the Commission in the order that applications are received by OSHPD.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

INSTRUCTIONS:

All applicants are to use the application with a revision date of June 2009; using any other version of the application will disqualify the applicant from this funding cycle. This application is available by e-mail in Microsoft Word format. Please submit your requests for electronic format to Terrie Smith at (916) 326-3754 or e-mail request to tsmith@oshpd.ca.gov.

1. The application must be:
 - Typewritten, word-processed, or laser-printed
 - Single-spaced
 - No less than 12 point font
 - Numbered at the bottom of the page
2. Applications may be hand-delivered, mailed, or air-expressed. Applicants sending their proposals via regular United States postal mail or United Parcel Services should allow sufficient time for delivery **by 5:00 p.m. Pacific Time on November 5, 2009.**
3. All questions included in the application must be addressed. If a question is not applicable to your program, answer "N/A". If a question is left blank, the application will be considered incomplete and deemed ineligible. All applicants must complete the face sheet and Sections I through XIV.
Exception: If applicant has submitted a capitation application for this funding cycle, they do not need to complete Sections II through IV.
4. If any acronyms or abbreviations are used, please include an acronym and definition page.
5. Unless otherwise directed within the application, use continuation pages (**a maximum of three pages per item**) if additional space is needed to complete any item. Identify each item with its title and attach it to the appropriate page of the application. Please number these continuation pages using the following: Page 2, Page 2a, Page 2b, etc.

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

The following are specific instructions related to each section of the application, failure to provide information as instructed could result in the application being disqualified.

Checklist

- All applicants must complete the enclosed checklist and submit it with the application.
- ***Complete sections II, III, IV, XI, & XVI only if a Capitation Application for this funding cycle was not submitted.***

Application Face Sheet

- Program Director is the individual who is to direct the proposed program and who will be responsible for the program. The Program Director will be required each quarter to certify any expenditures pertaining to the contract by signing all quarterly certifications.
- Contract Organization is the institution which will be legally and financially responsible and accountable for all State funds awarded on the basis of this application. The contract is written with this organization. Please provide the name of the current Contracts Officer, phone number, and address where the contract should be mailed.
- Sign Application Face Sheet in blue ink.
- Any changes of Program Director or Contract Organization during the application period must be made known to OSHPD, attention Manuela Lachica (see page v for address) by formal letter as soon as possible.

Section I – Program History/Statistics

- Complete History, no more than 2 paragraphs.
- Complete all questions, indicate N/A if the question does not pertain to the applicant program.
- Complete a breakdown of languages spoken on the table provided.

Section II – Program Graduates – <i>Complete this section only if a Capitation Application for this funding cycle was not submitted.</i>

- For each graduate provide the current practice site (street, city, county & zip code). The site provided must be their current practice site, not their original placement site. If current practice site is unknown, indicate “unknown”.

Section III – Racial/Ethnic Background of Graduates/Students- <i>Complete this section only if a Capitation Application for this funding cycle was not submitted.</i>
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- Complete Grid #1
- For all graduates/students listed as other, specify the race/ethnicity at the bottom of the page including number of each and describe the relevance to the population being served.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

Section IV – Education in California Registered Nursing Shortage Areas-
Complete this section only if a Capitation Application for this funding cycle was not submitted.

- When completing the table for training sites in areas of unmet need, provide a complete physical address (street, city, county and zip code) for each training site.

Section V – Special Program Description

- Provide a summary of no more than three pages of the special program for which you are seeking funding.

Section VI – Summary of Expenditures/Revenues

- Provide expenditures for fiscal year 2004/05 or the first fiscal year that the program received Song-Brown funding.
- Provide expenditures and revenues for fiscal year 2008/09.
- If the 2008/09 revenues do not equal expenditures, provide an explanation.

Section VII – Budget Justification/Budget Proposal Summary

- Complete all questions, indicate N/A if the question does not pertain to the applicant program.
- Clearly explain duties for all requested personnel.
- Round amounts to the nearest whole dollar.

Section VIII– Organization and Faculty

- Complete all questions, indicate N/A if the question does not pertain to the applicant program.
- Faculty information must be presented on the form provided.

Section IX – Student/Graduate Matrix - ***Complete this section only if a Capitation Application for this funding cycle was not submitted.***

- Complete Grid #2

Section X– Program Replication

- Explain how your special program could easily be replicated by other nursing education programs throughout California.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

Section XI– Program Sustainability

- Explain what measures are in place to sustain your special program beyond the funding awarded by Song-Brown.

Section XII– Timeline

- Describe the timeline, scope of work, and resources for the proposed special program.

Section XIII– Special Program Evaluation

- Provide a brief description of the evaluation used to determine the effectiveness of the proposed Special Program

Section XIV– Letters of Support

- Provide letters of support from community organizations (e.g. clinics) associated with your program.

Section XV– BRN Approved and/or Accredited Advanced Degree Program

- Attach copies of the most recent accreditation or approval letter from the appropriate accrediting agency/board. You must include all correspondence in regard to cited deficiencies.

Section XVI – Payee Data Record - *Complete this section only if a Capitation Application for this funding cycle was not submitted.*

- Complete all information on form.
- Mailing address should be the address where you would like your contract payments sent.
- Business address should be the contract officer's address.
- Sign, date, and return with package.

CHECKLIST

Please use the following checklist to ensure your application includes all required items. If a Capitation Application was not submitted for this funding cycle complete all Sections below. Include the checklist with the submission of your application.

Face Sheet

- ☐ All information completed ☐ Proper contract organization provided
☐ Appropriate signatures obtained

Section I (Program History/Statistics)

- ☐ Brief history of program provided ☐ All questions answered in the proper format (see pg. vi for instructions) or marked N/A ☐ Complete the table provided for a breakdown of languages spoken

Section II (Program Graduates)

- ☐ Provided graduate data for 2006/07 and 2007/08 graduating classes including complete addresses

Section III (Racial/Ethnic Background of Graduates/Students)

- ☐ Grid #1 completed (Race/Ethnicity of the RN Program Graduates/Students)
☐ Total graduates/students for each year equals the total # of "URM's" plus "others" reported
☐ For graduates/students reported as "other", specified race/ethnicity and number of each
☐ Described relevance to population served for all graduates/students identified as "other"

Section IV (Education in California Registered Nursing Shortage Areas)

- ☐ Complete addresses provided for training sites used within the last academic year only

Section V (Special Programs Description)

- ☐ Brief summary of special programs provided ☐ Need Statement Provided

Section VI (Summary of Expenditures/Revenues)

- ☐ Provided all information as indicated

Section VII (Budget)

- ☐ All questions answered ☐ All tables completed ☐ Clear explanation of duties for each personnel included in the budget ☐ Budget equals amount requested on Application Face Sheet

Section VIII (Organization and Faculty)

- ☐ All questions answered in proper format (see page viii for instructions)

Section XI (Student/Graduate Matrix)

- ☐ Complete Grid #2

Section X (Program Replication)

- ☐ Summary of potential program replication provided
☐ Described planned communication about the special program ☐ Discussion of dissemination plan

Section XI (Program Sustainability)

- ☐ Explanation of program sustainability ☐ Institutional letters of support, if applicable

Section XII (Timeline)

- ☐ Timeline provided ☐ Description of scope of work included ☐ Explanation of resources to be used

Section XIII (Special Program Evaluation)

- ☐ Brief description of the evaluation used to determine effectiveness of the proposed special programs.

Section XIV (Letters of Support)

- ☐ Provided letters of support from community based organizations associated with your program

Section XV (Accreditation/Approval)

- ☐ Copy of most recent accreditation or approval letter(s) from the appropriate accrediting agency/board

Section XVI (Payee Data Record)

- ☐ Provide address where payments are to be sent ☐ Form signed by Contracts Officer

Note: The application packet must be complete when submitted. Incomplete applications will be deemed ineligible.

Program Director Signature

Date

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

Application I.D. NO.

(To be Completed by Applicant Agency)

Federal Tax ID Number

Grand Total Requested: \$ _____ (ADN) [] (BSN) []
(MSN) [] (PhD/DNP) []

E-Mail Address

SIGNATURES: (Please sign original application in blue ink) We, the undersigned, certify that the statements herein are true and complete to the best of our knowledge:

Date _____

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

Section I - Program History/Statistics

History:

Provide a brief history of your program (no more than 2 paragraphs).

Statistics:

How many nursing students were trained in the academic years (AY) indicated below?

	Male	Female	Total
AY 2006/07			
AY 2007/08			

- Provide answers to each of the following questions. **If you do not have graduate information for the years indicated, provide information for your current students.**

For your Academic Year 2006/07	Total
How many qualified students applied to your nursing education program?	
How many students were accepted?	
How many students enrolled?	
How many students graduated?	

For your Academic Year 2007/08	Total
How many qualified students applied to your nursing education program?	
How many students were accepted?	
How many students enrolled?	
How many students graduated?	

1. If awarded, how many 1st year students will be supported by the Special funds? _____
(a) If awarded, how many 2nd year students will be supported by the Special funds? _____
2. What is the program's most recent first time NCLEX pass rate? _____

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

Section I - Program History/Statistics

3. What is your program's attrition rate? _____
4. How many students are fluent enough in a second language to discuss patient care with a non-English speaking patient? _____
- (a) Using the table provided below, provide a breakdown of languages spoken. Add other languages spoken if applicable.

Language	First year Students	Second year Students
American Sign		
Arabic		
Armenian		
Cambodian		
Cantonese		
Chinese		
Farsi		
French		
German		
Hebrew		
Hindi		
Hmong		
Italian		
Japanese		
Korean		
Lao		
Mandarin		
Polish		
Portuguese		
Punjabi		
Russian		
Samoan		
Spanish		
Tagalog		
Thai		
Turkish		
Vietnamese		
Total		

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION II – Program Graduates

(Priority for funding shall be given to programs that demonstrate success in this area)

List graduates of the training program for the 2006/07 and 2007/08 graduating classes, including the following information (one line per graduate). List graduates in order of year of graduation. If current practice site information is unknown please indicate “unknown”. If a graduate works at multiple sites, list only the site where they spend 50% or greater of their time.

You may locate the OSHPD ID for a California licensed hospital, Long-Term Care Facility, Primary Care Clinic, or Home Health Agency and Hospice using the following web site: <http://www.oshpd.ca.gov/HID/Products/Listings.html>
Indicate N/A if unable to locate OSHPD ID number.

Grad Year	Graduate Last Name	Graduate First Name	Name of Current Practice Site	DO NOT USE PO BOX Street Address	City	Zip Code	OSHPD ID

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION III – Racial/Ethnic Background of Graduates/Students

(Priority for funding shall be given to programs that demonstrate success in this area)

List the racial/ethnic background of students enrolled and graduates in your registered nursing education program on page 7. Please use definitions listed below when completing the grid.

CALIFORNIA HEALTHCARE WORKFORCE POLICY COMMISSION DEFINITIONS

Underrepresented Minority (URM) refers to racial and ethnic populations that are underrepresented in the health professions relative to their numbers in the total population under consideration. In most instances this will include American Indians or Alaskan natives, Black or African-Americans, Hispanics or Latinos, Native Hawaiians or other Pacific Islanders, and Asians **other than Chinese, Filipinos, Japanese, Korean, Malaysians, Pakistanis, Asian Indian, and Thai.**

RACE/ETHNICITY DEFINITIONS

American Indian or Alaska Native means persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community.

Asian means persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, except Chinese, Filipinos, Japanese, Korean, Malaysians, Pakistanis, Asian Indians, and Thai.

Black or African American means persons having origins in any of the black racial groups of Africa.

Hispanic or Latino means persons of Cuban, Mexican, Puerto Rican, and Central or South American origin, regardless of race.

Native Hawaiian or Other Pacific Islander means persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White or Caucasian means persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other means persons of any race or ethnicity not identified as American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and White or Caucasian.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION III – Racial/Ethnic Background of Graduates/Students
Grid #1

**Race/Ethnicity of the
Registered Nurse Education Program Graduates/Students**
(Priority for funding shall be given to programs that demonstrate success in this area)

	A	B	C	D	E	F	G	
Category	American Indian or Alaska Native	¹ Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Pacific Islander	White or Caucasian	² Other	Total Graduates/Students
Graduates in 2006-07								
Graduates in 2007/08								
Total								
Current 1 st year Students								
Current 2 nd year Students								
Total								

¹Asian (other than Chinese, Filipinos, Japanese, Korean, Malaysians, Pakistanis, Asian Indian or Thai)

²Other (All other trainees not indicated in lines A – F). Please specify Race/Ethnicity including number of each and describe relevance to the population being served.

Total Graduates / Students = lines A-G

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION IV – Education in California Registered Nursing Shortage Areas

(Priority for funding shall be given to programs that demonstrate success in this area)

Provide a complete address for each of your nursing education program's clinical sites. Sites are to be listed once and only if used within the last academic year.

You may locate the OSHPD ID for a California licensed hospital, Long-Term Care Facility, Primary Care Clinic, or Home Health Agency and Hospice using the following web site: <http://www.oshpd.ca.gov/HID/Products/Listings.html>. Indicate N/A if unable to locate OSHPD ID number.

Name of Site	DO NOT USE PO BOX Street Address	City	Zip Code	OSHPD ID #

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION V- Special Programs Description

Provide a concise summary of no more than three pages of the special program for which you are seeking funding. Include a need statement and explain the innovation of your special program in meeting Song-Brown's Goals and Objectives to increase the number of RNs who will practice in nursing shortage areas.

If your program has received Song-Brown Special funding in the past, explain how this Special Program proposal is different from the last one.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION VI - Summary of Expenditures/Revenues

EXPENDITURES (2004/05 Fiscal Year)

or first fiscal year you received Song-Brown funding

Faculty Costs	_____
Costs of Nursing Education	_____
All other Costs	_____
TOTAL	_____

REVENUES (2008/09 Fiscal Year)

Education

Federal	_____
State	_____
Per Enrolled Student Support	_____
Song Brown	_____
Other	_____
Student Fees/Tuition	_____
Other	_____

Research

Federal	_____
State	_____
Other	_____

Other Funding

TOTAL	_____
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EXPENDITURES (2008/09 Fiscal Year)

Faculty Costs	_____
Costs of Nursing Education	_____
All other Costs	_____
TOTAL	_____

[If the 2008/09 total expenditures do not equal total revenues, please explain.]

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION VII – Budget Justification

Provide a justification statement for expenditure of funds including any in-kind or additional sources of financial support. Include statement of duties for any request of personnel funding. Also, utilize the attached budget forms (Sections VII-A and VII-B).

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

**SECTION VII-A
BUDGET PROPOSAL SUMMARY**

Please complete a Budget Proposal Summary and line item detail for **each fiscal year** of the Special Program for funding requested (2 years maximum). Round dollar amounts to the nearest dollar.

FISCAL YEAR ONE 2010-2011

LINE ITEM	TOTAL ANNUAL BUDGET	SONG-BROWN FUNDING
(1) Personnel		
(2) Operating Expenses		
(3) Major Equipment		
(4) Other Costs		
(5) Subtotal		
(6) Indirect Costs (8% maximum)		
(7) Total Proposed Budget		

Would the applicant institution consider waiving the (8% maximum) indirect costs?
(See funding page iii)

☐ Yes ☐ No

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION VII-A

BUDGET PROPOSAL - PERSONNEL LINE ITEM DETAIL

		A	B	C
PERSONNEL		Total Annual Salary and Benefits (\$)	Requested Percent of Total Annual Salary & Benefits (%)	¹ Song-Brown Funding Requested
1				
2				
3				
4				
5				
6				
Total Personnel Line Item				

¹Song-Brown funding requested=Column A multiplied by Column B.

BUDGET PROPOSAL – OPERATING EXPENSES LINE ITEM DETAIL

OPERATING EXPENSES		SONG-BROWN FUNDING REQUESTED
1		
2		
3		
4		
5		
6		
Total Operating Expenses Line Item		

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION VII-A

BUDGET PROPOSAL – MAJOR EQUIPMENT LINE ITEM DETAIL

MAJOR EQUIPMENT		SONG-BROWN FUNDING REQUESTED
1		
2		
3		
4		
5		
6		
Total Operating Expenses Line Item		

BUDGET PROPOSAL – OTHER COSTS LINE ITEM DETAIL

OTHER COSTS		SONG-BROWN FUNDING REQUESTED
1		
2		
3		
4		
5		
6		
Total Other Costs Line Item		

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

**SECTION VII-B
BUDGET PROPOSAL SUMMARY**

FISCAL YEAR TWO 2011-2012

LINE ITEM	TOTAL ANNUAL BUDGET	SONG-BROWN FUNDING
(1) Personnel		
(2) Operating Expenses		
(3) Major Equipment		
(5) Other Costs		
(5) Subtotal		
(6) Indirect Costs (8% maximum)		
(7) Total Proposed Budget		

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION VII-B

BUDGET PROPOSAL - PERSONNEL LINE ITEM DETAIL

		A	B	C
PERSONNEL		Total Annual Salary and Benefits (\$)	Requested Percent of Total Annual Salary & Benefits (%)	¹ Song-Brown Funding Requested
1				
2				
3				
4				
5				
6				
Total Personnel Line Item				

¹Song-Brown funding requested=Column A multiplied by Column B.

BUDGET PROPOSAL – OPERATING EXPENSES LINE ITEM DETAIL

OPERATING EXPENSES		SONG-BROWN FUNDING REQUESTED
1		
2		
3		
4		
5		
6		
Total Operating Expenses Line Item		

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION VII-B

BUDGET PROPOSAL – MAJOR EQUIPMENT LINE ITEM DETAIL

MAJOR EQUIPMENT		SONG-BROWN FUNDING REQUESTED
1		
2		
3		
4		
5		
6		
Total Operating Expenses Line Item		

BUDGET PROPOSAL – OTHER COSTS LINE ITEM DETAIL

OTHER COSTS		SONG-BROWN FUNDING REQUESTED
1		
2		
3		
4		
5		
6		
Total Other Costs Line Item		

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION VIII – Organization and Faculty

- Please provide answers to each of the following questions. **When providing your answers, restate the question and then provide your answer beneath:**
1. Describe the resources available to the education program, including faculty, supporting staff, and facilities.

 2. Provide biographical sketches for full-time nursing faculty at the institution. Use the form provided on the next page.

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION VIII – Organization and Faculty

Biographical Sketch. Give the following information for each (no more than six) key professional staff members, who will be involved with the special program, whether or not salary is requested. Begin with the Program Director. Do not include any faculty or staff who spends less than 50 percent time in the training program. If necessary use additional pages.

Name (Last, First, Initial)

Academic Title
Program Title

Relationship to Proposed Program: What percentage of professional time is to be devoted to the program?

Education (Begin with baccalaureate training, include postdoctoral)

Institution Discipline

Degree

Year
Conferred

Honors/Teaching Awards

Relevant Major Research, Professional Interest, Scholarly Activity or Community Service related to Song Brown

List Recent Relevant Publications

Professional and/or Research Experience (Start with present position and list recent significant experience to program).

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION IX – Student/Graduate Matrix – Grid #2

Data for Graduating Classes of the Nursing Education Program

Year of Graduating Class	Total Students Enrolled ¹	Students Withdrawn or Dropped ¹						Students Decelerating ¹						Part-time Students ¹		Students Fluent in a 2nd Language ¹ Related to Pop. Services	
		Minority ⁴		Non-minority		Total		Minority ⁴		Non-minority		Total					
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
2006/07																	
2007/08																	
Total																	

Year (cont'd)	Students Graduating ¹						Graduates Responding ²		Graduates Practicing in California ²		Graduates Practicing in California with Underserved Populations ^{2,3}		Continued on next page
	Minority ⁴		Non-minority		Total								
	#	%	#	%	#	%	#	%	#	%	#	%	
2006/07													
2007/08													
Total													

¹All percentages for student columns should be shown as percents of students enrolled in the graduating class for that year (one class only)

²All percentages for graduate columns should be shown as percents of total graduates for the year

³Practices which serve > 50% Medi-Cal and/or medically indigent uninsured patients

⁴Commission Definition of Underrepresented Minority

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION IX –Student/Graduate Matrix

Year (cont'd)	Graduates Passing NCLEX Certifying Exam ²							
	Graduates taking the exam		Minority ⁴		Non-minority		Total	
	#	%	#	%	#	%	#	%
2006/07								
2007/08								
Total								

¹All percentages for student columns should be shown as percents of students enrolled in the graduating class for that year
(one class only)

²All percentages for graduate columns should be shown as percents of total graduates for the year

³Practices which serve > 50% Medi-Cal and/or medically indigent uninsured patients

⁴Commission Definition of Underrepresented Minority

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION X – Program Replication

Explain how your special program could easily be replicated by other nursing education programs throughout California.

- a. How would you communicate this to other nursing education programs?
- b. Has this program concept been tried by other nursing education programs?
- c. What is your plan for dissemination (e.g., best practices)?

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION XI – Program Sustainability

Explain what measures are in place to sustain your special program beyond the funding awarded by Song-Brown. If applicable, include institutional letters of support stating how the program will be sustained.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION XII - Timeline

Describe the timeline, scope of work, and resources (e.g., collaboration with other entities: state/local government, educational institutions, or clinical sites) for the proposed special program.

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION XIII – Special Program Evaluation

Provide a brief description (no more than two pages) of the evaluation used to determine the effectiveness of the proposed Special Program.

NOTE: Awarded programs will be required to submit a progress report after one year and present a final report complete with data outcomes on the Special Program at the end of the funding period.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

SECTION XIV – Letters of Support

If applicable, submit letters of support from other organizations that will be involved in the implementation of the project and or any additional information that would assist the Commission in making a determination for funding.

SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION

SECTION XV – BRN Approved and/or Accredited Advanced Degree Program

For Associate Degree of Nursing (ADN), Bachelor of Science of Nursing (BSN), Master of Science of Nursing (MSN) programs, or Doctorate in Nursing Practice (PhD/DNP) attach copies of the most recent BRN approval and/or accreditation or approval letter from the appropriate accrediting agency/board. You must include any correspondence in regard to cited deficiencies.

PAYEE DATA RECORD**Section XVI**(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev.6-2003)

Page 1 of 2

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.								
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) _____ <hr/> <table style="width: 100%;"> <tr> <td style="width: 60%;">SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)</td> <td style="width: 40%;">E-MAIL ADDRESS</td> </tr> <tr> <td>MAILING ADDRESS</td> <td>BUSINESS ADDRESS</td> </tr> <tr> <td>CITY, STATE, ZIP CODE</td> <td>CITY, STATE, ZIP CODE</td> </tr> </table>			SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS	MAILING ADDRESS	BUSINESS ADDRESS	CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS								
MAILING ADDRESS	BUSINESS ADDRESS								
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE								
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): _____ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST </div> <div style="width: 45%;"> CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS _____ </div> </div>		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.						
CHECK ONE BOX ONLY	<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: _____ <div style="text-align: center; font-size: small;">(SSN required by authority of California Revenue and Tax Code Section 18646)</div>								
4	PAYEE RESIDENCY STATUS <input type="checkbox"/> California resident – Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) – Payments to nonresidents for services may be subject to State income tax withholding. <div style="margin-left: 20px;"> <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached. </div>								
5	<p style="text-align: center;">I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)</td> <td style="width: 40%;">TITLE</td> </tr> <tr> <td>SIGNATURE</td> <td>DATE</td> </tr> <tr> <td></td> <td>TELEPHONE ()</td> </tr> </table>			AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE	SIGNATURE	DATE		TELEPHONE ()
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE								
SIGNATURE	DATE								
	TELEPHONE ()								
6	Please return completed form to: Department/Office: <u>Office of Statewide Health Planning & Development</u> Unit/Section: <u>Business & Contracts Services Unit</u> Mailing Address: <u>400 R Street, Suite 359</u> City/State/Zip <u>Sacramento</u> <u>California</u> <u>95811</u> Telephone: <u>(916) 326-3216</u> Fax: <u>(916) 322-2530</u> E-mail Address: <u>PNelson@oshpd.ca.gov</u>								

PAYEE DATA RECORD**Section XVI**(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev.6-2003)

Page 2 of 2

1	<p>Requirement to Complete Payee Data Record, STD. 204</p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not to do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>						
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>						
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trust, and corporations will enter their Federal Employer Identification Number (FEIN).</p>						
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address: wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD call:</td> <td>1-800-822-6268</td> <td>Website: www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address: wscs.gen@ftb.ca.gov	For hearing impaired with TDD call:	1-800-822-6268	Website: www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address: wscs.gen@ftb.ca.gov					
For hearing impaired with TDD call:	1-800-822-6268	Website: www.ftb.ca.gov					
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>						
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>						
	<p>PRIVACY STATEMENT</p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>						

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
REGISTERED NURSE EDUCATION PROGRAM
SPECIAL PROGRAM APPLICATION**

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**HEALTH AND SAFETY CODE
SECTION 128200-128240.1**

Attachment A
Page 1 of 8

128200. (a) This article shall be known and may be cited as the Song-Brown Health Care Workforce Training Act.

(b) The Legislature hereby finds and declares that physicians engaged in family practice are in very short supply in California. The current emphasis placed on specialization in medical education has resulted in a shortage of physicians trained to provide comprehensive primary health care to families. The Legislature hereby declares that it regards the furtherance of a greater supply of competent family physicians to be a public purpose of great importance and further declares the establishment of the program pursuant to this article to be a desirable, necessary and economical method of increasing the number of family physicians to provide needed medical services to the people of California. The Legislature further declares that it is to the benefit of the state to assist in increasing the number of competent family physicians graduated by colleges and universities of this state to provide primary health care services to families within the state.

The Legislature finds that the shortage of family physicians can be improved by the placing of a higher priority by public and private medical schools, hospitals, and other health care delivery systems in this state, on the recruitment and improved training of medical students and residents to meet the need for family physicians. To help accomplish this goal, each medical school in California is encouraged to organize a strong family practice program or department. It is the intent of the Legislature that the programs or departments be headed by a physician who possesses specialty certification in the field of family practice, and has broad clinical experience in the field of family practice.

The Legislature further finds that encouraging the training of primary care physician's assistants and primary care nurse practitioners will assist in making primary health care services more accessible to the citizenry, and will, in conjunction with the training of family physicians, lead to an improved health care delivery system in California.

Community hospitals in general and rural community hospitals in particular, as well as other health care delivery systems, are encouraged to develop family practice residencies in affiliation or association with accredited medical schools, to help meet the need for family physicians in geographical areas of the state with recognized family primary health care needs. Utilization of expanded resources beyond university-based teaching hospitals should be emphasized, including facilities in rural areas wherever possible.

The Legislature also finds and declares that nurses are in very short supply in California. The Legislature hereby declares that it regards the furtherance of a greater supply of nurses to be a public purpose of great importance and further declares the expansion of the program pursuant to this article to include nurses to be a desirable, necessary, and economical method of increasing the number of nurses to provide needed nursing services to the people of California.

It is the intent of the Legislature to provide for a program designed primarily to increase the number of students and residents receiving quality education and training in the specialty of family practice and as primary care physician's assistants,

primary care nurse practitioners, and registered nurses and to maximize the delivery of primary care family physician services to specific areas of California where there is a recognized unmet priority need. This program is intended to be implemented through contracts with accredited medical schools, programs that train primary care physician's assistants, programs that train primary care nurse practitioners, programs that train registered nurses, hospitals, and other health care delivery systems based on per-student or per-resident capitation formulas. It is further intended by the Legislature that the programs will be professionally and administratively accountable so that the maximum cost-effectiveness will be achieved in meeting the professional training standards and criteria set forth in this article and Article 2 (commencing with Section 128250).

128205. As used in this article, and Article 2 (commencing with Section 128250), the following terms mean:

(a) "Family physician" means a primary care physician who is prepared to and renders continued comprehensive and preventative health care services to families and who has received specialized training in an approved family practice residency for three years after graduation from an accredited medical school.

(b) "Associated" and "affiliated" mean that relationship that exists by virtue of a formal written agreement between a hospital or other health care delivery system and an approved medical school which pertains to the family practice training program for which state contract funds are sought. This definition shall include agreements that may be entered into subsequent to October 2, 1973, as well as those relevant agreements that are in existence prior to October 2, 1973.

(c) "Commission" means the California Healthcare Workforce Policy Commission.

(d) "Programs that train primary care physician's assistants" means a program that has been approved for the training of primary care physician assistants pursuant to Section 3513 of the Business and Professions Code.

(e) "Programs that train primary care nurse practitioners" means a program that is operated by a California school of medicine or nursing, or that is authorized by the Regents of the University of California or by the Trustees of the California State University, or that is approved by the Board of Registered Nursing.

(f) "Programs that train registered nurses" means a program that is operated by a California school of nursing and approved by the Board of Registered Nursing, or that is authorized by the Regents of the University of California, the Trustees of the California State University, or the Board of Governors of the California Community Colleges, and that is approved by the Board of Registered Nursing.

128207. Any reference in any code to the Health Manpower Policy Commission is deemed a reference to the California Healthcare Workforce Policy Commission.

128210. There is hereby created a state medical contract program with accredited medical schools, programs that train primary care physician's assistants, programs

that train primary care nurse practitioners, programs that train registered nurses, hospitals, and other health care delivery systems to increase the number of students and residents receiving quality education and training in the specialty of family practice or in nursing and to maximize the delivery of primary care family physician services to specific areas of California where there is a recognized unmet priority need for those services.

128215. There is hereby created a California Healthcare Workforce Policy Commission. The commission shall be composed of 15 members who shall serve at the pleasure of their appointing authorities:

(a) Nine members appointed by the Governor, as follows:

- (1) One representative of the University of California medical schools, from a nominee or nominees submitted by the University of California.
- (2) One representative of the private medical or osteopathic schools accredited in California from individuals nominated by each of these schools.
- (3) One representative of practicing family physicians.
- (4) One representative who is a practicing osteopathic physician or surgeon and who is board certified in either general or family practice.
- (5) One representative of undergraduate medical students in a family practice program or residence in family practice training.
- (6) One representative of trainees in a primary care physician's assistant program or a practicing physician's assistant.
- (7) One representative of trainees in a primary care nurse practitioners program or a practicing nurse practitioner.
- (8) One representative of the Office of Statewide Health Planning and Development, from nominees submitted by the office director.
- (9) One representative of practicing registered nurses.

(b) Two consumer representatives of the public who are not elected or appointed public officials, one appointed by the Speaker of the Assembly and one appointed by the Chairperson of the Senate Committee on Rules.

(c) Two representatives of practicing registered nurses, one appointed by the Speaker of the Assembly and one appointed by the Chairperson of the Senate Committee on Rules.

(d) Two representatives of students in a registered nurse training program, one appointed by the Speaker of the Assembly and one appointed by the Chairperson of the Senate Committee on Rules.

(e) The Chief of the Health Professions Development Program in the Office of Statewide Health Planning and Development, or the chief's designee, shall serve as executive secretary for the commission.

128220. The members of the commission, other than state employees, shall receive compensation of twenty-five dollars (\$25) for each day's attendance at a commission meeting, in addition to actual and necessary travel expenses incurred in the course of attendance at a commission meeting.

128224. The commission shall identify specific areas of the state where unmet priority needs for dentists, physicians, and registered nurses exist.

128225. The commission shall do all of the following:

(a) Identify specific areas of the state where unmet priority needs for primary care family physicians and registered nurses exist.

(b) Establish standards for family practice training programs and family practice residency programs, postgraduate osteopathic medical programs in family practice, and primary care physician assistants programs and programs that train primary care nurse practitioners, including appropriate provisions to encourage family physicians, osteopathic family physicians, primary care physician's assistants, and primary care nurse practitioners who receive training in accordance with this article and Article 2 (commencing with Section 128250) to provide needed services in areas of unmet need within the state. Standards for family practice residency programs shall provide that all the residency programs contracted for pursuant to this article and Article 2 (commencing with Section 128250) shall both meet the Residency Review Committee on Family Practice's "Essentials" for Residency Training in Family Practice and be approved by the Residency Review Committee on Family Practice. Standards for postgraduate osteopathic medical programs in family practice, as approved by the American Osteopathic Association Committee on Postdoctoral Training for interns and residents, shall be established to meet the requirements of this subdivision in order to ensure that those programs are comparable to the other programs specified in this subdivision. Every program shall include a component of training designed for medically underserved multicultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare program graduates for service in those neighborhoods and communities. Medical schools receiving funds under this article and Article 2 (commencing with Section 128250) shall have programs or departments that recognize family practice as a major independent specialty. Existence of a written agreement of affiliation or association between a hospital and an accredited medical school shall be regarded by the commission as a favorable factor in considering recommendations to the director for allocation of funds appropriated to the state medical contract program established under this article and Article 2 (commencing with Section 128250).

For purposes of this subdivision, "family practice" includes the general practice of medicine by osteopathic physicians.

(c) Establish standards for registered nurse training programs. The commission may accept those standards established by the Board of Registered Nursing.

(d) Review and make recommendations to the Director of the Office of Statewide Health Planning and Development concerning the funding of family practice programs or departments and family practice residencies and programs for the training of primary care physician assistants and primary care nurse practitioners that

are submitted to the Health Professions Development Program for participation in the contract program established by this article and Article 2 (commencing with Section 128250). If the commission determines that a program proposal that has been approved for funding or that is the recipient of funds under this article and Article 2 (commencing with Section 128250) does not meet the standards established by the commission, it shall submit to the Director of the Office of Statewide Health Planning and Development and the Legislature a report detailing its objections. The commission may request the Office of Statewide Health Planning and Development to make advance allocations for program development costs from amounts appropriated for the purposes of this article and Article 2 (commencing with Section 128250).

(e) Review and make recommendations to the Director of the Office of Statewide Health Planning and Development concerning the funding of registered nurse training programs that are submitted to the Health Professions Development Program for participation in the contract program established by this article. If the commission determines that a program proposal that has been approved for funding or that is the recipient of funds under this article does not meet the standards established by the commission, it shall submit to the Director of the Office of Statewide Health Planning and Development and the Legislature a report detailing its objections. The commission may request the Office of Statewide Health Planning and Development to make advance allocations for program development costs from amounts appropriated for the purposes of this article.

(f) Establish contract criteria and single per-student and per-resident capitation formulas that shall determine the amounts to be transferred to institutions receiving contracts for the training of family practice students and residents and primary care physician's assistants and primary care nurse practitioners and registered nurses pursuant to this article and Article 2 (commencing with Section 128250), except as otherwise provided in subdivision (d). Institutions applying for or in receipt of contracts pursuant to this article and Article 2 (commencing with Section 128250) may appeal to the director for waiver of these single capitation formulas. The director may grant the waiver in exceptional cases upon a clear showing by the institution that a waiver is essential to the institution's ability to provide a program of a quality comparable to those provided by institutions that have not received waivers, taking into account the public interest in program cost-effectiveness. Recipients of funds appropriated by this article and Article 2 (commencing with Section 128250) shall, as a minimum, maintain the level of expenditure for family practice or primary care physician's assistant or family care nurse practitioner training that was provided by the recipients during the 1973-74 fiscal year. Recipients of funds appropriated for registered nurse training pursuant to this article shall, as a minimum, maintain the level of expenditure for registered nurse training that was provided by recipients during the 2004-05 fiscal year. Funds appropriated under this article and Article 2 (commencing with Section 128250) shall be used to develop new programs or to expand existing programs, and shall not replace funds supporting current family practice or registered nurse training

programs. Institutions applying for or in receipt of contracts pursuant to this article and Article 2 (commencing with Section 128250) may appeal to the director for waiver of this maintenance of effort provision. The director may grant the waiver if he or she determines that there is reasonable and proper cause to grant the waiver.

(g) Review and make recommendations to the Director of the Office of Statewide Health Planning and Development concerning the funding of special programs that may be funded on other than a capitation rate basis. These special programs may include the development and funding of the training of primary health care teams of family practice residents or family physicians and primary care physician assistants or primary care nurse practitioners or registered nurses, undergraduate medical education programs in family practice, and programs that link training programs and medically underserved communities in California that appear likely to result in the location and retention of training program graduates in those communities. These special programs also may include the development phase of new family practice residency, primary care physician assistant programs, primary care nurse practitioner programs, or registered nurse programs.

The commission shall establish standards and contract criteria for special programs recommended under this subdivision.

(h) Review and evaluate these programs regarding compliance with this article and Article 2 (commencing with Section 128250). One standard for evaluation shall be the number of recipients who, after completing the program, actually go on to serve in areas of unmet priority for primary care family physicians in California or registered nurses who go on to serve in areas of unmet priority for registered nurses.

(i) Review and make recommendations to the Director of the Office of Statewide Health Planning and Development on the awarding of funds for the purpose of making loan assumption payments for medical students who contractually agree to enter a primary care specialty and practice primary care medicine for a minimum of three consecutive years following completion of a primary care residency training program pursuant to Article 2 (commencing with Section 128250).

128230. When making recommendations to the Director of the Office of Statewide Health Planning and Development concerning the funding of family practice programs or departments, family practice residencies, and programs for the training of primary care physician assistants, primary care nurse practitioners, or registered nurses, the commission shall give priority to programs that have demonstrated success in the following areas:

- (a) Actual placement of individuals in medically underserved areas.
- (b) Success in attracting and admitting members of minority groups to the program.
- (c) Success in attracting and admitting individuals who were former residents of medically underserved areas.
- (d) Location of the program in a medically underserved area.
- (e) The degree to which the program has agreed to accept individuals with an obligation to repay loans awarded pursuant to the Health Professions Education Fund.

128235. Pursuant to this article and Article 2 (commencing with Section 128250), the Director of the Office of Statewide Health Planning and Development shall do all of the following:

(a) Determine whether family practice, primary care physician assistant training program proposals, primary care nurse practitioner training program proposals, and registered nurse training program proposals submitted to the California Healthcare Workforce Policy Commission for participation in the state medical contract program established by this article and Article 2 (commencing with Section 128250) meet the standards established by the commission.

(b) Select and contract on behalf of the state with accredited medical schools, programs that train primary care physician assistants, programs that train primary care nurse practitioners, hospitals, and other health care delivery systems for the purpose of training undergraduate medical students and residents in the specialty of family practice. Contracts shall be awarded to those institutions that best demonstrate the ability to provide quality education and training and to retain students and residents in specific areas of California where there is a recognized unmet priority need for primary care family physicians. Contracts shall be based upon the recommendations of the commission and in conformity with the contract criteria and program standards established by the commission.

(c) Select and contract on behalf of the state with programs that train registered nurses. Contracts shall be awarded to those institutions that best demonstrate the ability to provide quality education and training and to retain students and residents in specific areas of California where there is a recognized unmet priority need for registered nurses. Contracts shall be based upon the recommendations of the commission and in conformity with the contract criteria and program standards established by the commission.

(d) Terminate, upon 30 days' written notice, the contract of any institution whose program does not meet the standards established by the commission or that otherwise does not maintain proper compliance with this part, except as otherwise provided in contracts entered into by the director pursuant to this article and Article 2 (commencing with Section 128250).

128240. The Director of the Office of Statewide Health Planning and Development shall adopt, amend, or repeal regulations as necessary to enforce this article and Article 2 (commencing with Section 128250), which shall include criteria that training programs must meet in order to qualify for waivers of single capitation formulas or maintenance of effort requirements authorized by Section 128250. Regulations for the administration of this chapter shall be adopted, amended, or repealed as provided in Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.

128240.1. The department shall adopt emergency regulations, as necessary to implement the changes made to this article by the act that added this section during the first year of the 2005-06 Regular Session, no later than September 30, 2005, unless notification of a delay is made to the Chair of the Joint Legislative Budget Committee prior to that date. The adoption of regulations implementing the applicable provisions of this act shall be deemed to be an emergency and necessary for the immediate preservation of the public peace, health, safety, or general welfare. The emergency regulations authorized by this section shall be submitted to the Office of Administrative Law for filing with the Secretary of State and shall remain in effect for no more than 180 days, by which time the final regulations shall be developed.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
STANDARDS FOR REGISTERED NURSING EDUCATION PROGRAMS
PURSUANT TO HEALTH AND SAFETY CODE, SECTIONS 128200, et.
ADOPTED BY THE CALIFORNIA HEALTHCARE WORKFORCE POLICY
COMMISSION
(Adopted April 21, 2006)**

- I. Each Registered Nursing Education Program approved for funding under the Song-Brown Health Care Workforce Training Act (hereinafter “the Act”) shall be operated by an accredited California school or program of Nursing or shall be approved by the Regents of the University of California or by the Trustees of the California State University and Colleges, or the Board of Governors of the California Community Colleges, and shall be approved by the Board of Registered Nursing pursuant to Section 2834-2837, Article 8, Chapter 6, Div. 2, of the Business and Professions Code.
- II. Each Registered Nursing Education Program approved for funding under the Act shall include a component of clinical experience and curriculum in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare nurses for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each nursing education institution receiving funds under the Act to encourage nursing students who are educated in programs funded by the Act to enter into practice in underserved areas for nurses within California as defined by the Healthcare Workforce Policy Commission (hereinafter referred to as “areas of need”). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit nursing students who possess characteristics which would suggest a predisposition to practice in areas of need, and who express a commitment to serve in areas of need.
 - B. An established counseling and placement program designed to encourage nursing program graduates to enter practice in underserved areas.
 - C. A program component such as a preceptorship experience in an underserved area, which will enhance the potential of nursing program graduates to practice in such an area.

**CALIFORNIA HEALTHCARE WORKFORCE POLICY COMMISSION
REGISTERED NURSING EDUCATION PROGRAMS
GUIDELINES FOR FUNDING APPLICANTS AND FOR PROGRAM EVALUATION
(Revised September 13, 2006)**

Definition of Nurse

A nurse is a registered nurse who successfully completes a program approved as meeting standards established by the Board of Registered Nursing as specified in the California Nursing Practice Act. The practice of nursing as defined by Section 2725 of the California Nursing Practice Act means those functions, including basic health care, that help people cope with difficulties in daily living that are associated with their actual or potential health or illness problems or the treatment thereof, and that require a substantial amount of scientific knowledge or technical skill, including all of the following:

- (1) Direct and indirect patient care services that ensure the safety, comfort, personal hygiene, and protection of patients; and the performance of disease prevention and restorative measures.
- (2) Direct and indirect patient care services, including, but not limited to, the administration of medications and therapeutic agents, necessary to implement a treatment, disease prevention, or rehabilitative regimen ordered by and within the scope of licensure of a physician, dentist, podiatrist, or clinical psychologist, as defined by Section 1316.5 of the Health and Safety Code.
- (3) The performance of skin tests, immunization techniques, and the withdrawal of human blood from veins and arteries.
- (4) Observation of signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition, and (A) determination of whether the signs, symptoms, reactions, behavior, or general appearance exhibit abnormal characteristics, and (B) implementation, based on observed abnormalities, of appropriate reporting, or referral, or standardized procedures, or changes in treatment regimen in accordance with standardized procedures, or the initiation of emergency procedures.

Graduates of registered nursing programs are required to take the National Council Licensure Examination (NCLEX). The NCLEX is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. The results of the NCLEX examination are used by the California Board of Registered Nursing to make decisions about licensure. The California Board of Registered Nursing is the only entity in California that can release examination results to licensure candidates.

Program Approval

The education programs shall be required to have, at minimum, approval from the California Board of Registered Nursing. Section 2786 of the Business & Professions Codes states:

(a) An approved school of nursing is one which has been approved by the board, gives the course of instruction approved by the board, covering not less than two academic years, is affiliated or conducted in connection with one or more hospitals, and is an institution of higher education or is affiliated with an institution of higher education. For purposes of this section, "institution of higher education" includes community colleges offering an associate degree. An approved school of nursing which is not an institution of higher education shall make an agreement with an institution of higher education in the same general location to grant an associate of arts degree to individuals who graduate from the school of nursing or to grant a baccalaureate degree in nursing with successful completion of an additional course of study as approved by the board and the institution involved.

(b) The board shall determine by regulation the required subjects of instruction to be completed in an approved school of nursing for licensure as a registered nurse and shall include the minimum units of theory and clinical experience necessary to achieve essential clinical competency at the entry level of the registered nurse. The board's standards shall be designed to encourage all schools to provide clinical instruction in all phases of the educational process.

(c) The board shall perform or cause to be performed an analysis of the practice of the registered nurse no less than every five years. Results of the analysis shall be utilized to assist in the determination of the required subjects of instruction, validation of the licensing examination, and assessment of the current practice of nursing.

In addition to the requirements set forth in section 2786 of the Business and Professions code, programs should be encouraged to seek and maintain additional national program accreditation through the professional organizations accrediting nursing education programs.

Strategies Relating to Underserved Areas

Special consideration by the California Healthcare Workforce Policy Commission is given to those nursing education programs which have developed coherent strategies for locating their graduates in California's underserved areas for registered nurses as defined by the Commission; which developed close ties with communities and neighborhoods which are experiencing a shortage of nursing care; which have success in attracting and admitting members of underrepresented minority groups to the program; and which have the best records in placing/encouraging graduates to practice in underserved areas.

Clinical Components

All education programs should include clinical practice supervised by the faculty. There should be a preceptorship designed to prepare nurses for practice in underserved areas as defined by the California Healthcare Workforce Policy Commission. For the purposes of this education, a preceptorship is an experience supervised by a designated preceptor (registered nurse or physician) who has responsibility for teaching, supervising, and evaluating the trainee and providing an environment which permits observation, active participation and collaboration in the delivery of nursing care.

Pursuant to Title 16, California Code of Regulations, Section 1427:

- (a) A nursing program shall not utilize agencies and/or community facilities for clinical experience without prior approval by the board. Each program must submit evidence that it has complied with the requirements of subdivisions (b) and (c) of this section and the policies outlined by the board.
- (b) A program which utilizes agencies and/or community facilities for clinical experience shall maintain written objectives for student learning in such facilities, stated in measurable performance terms, and shall assign students only to facilities which can provide the experience necessary to meet those objectives.
- (c) Each such program shall maintain written agreements with such facilities and such agreements shall include the following:
 - (1) Assurance of the availability and appropriateness of the learning environment in relation to the program's written objectives;
 - (2) Provision for orientation of faculty and students;
 - (3) A specification of the responsibilities and authority of the facility's staff as related to the program and to the educational experience of the students;
 - (4) Assurance that staff is adequate in number and quality to insure safe and continuous health care services to patients;

Curriculum

The curriculum shall be directed toward preparing registered nurses to effectively deliver nursing care.

Title 16, Section 1426, California Code of Regulations details the curriculum of a nursing program as follows:

- (a) A program's curriculum shall not be implemented or revised until it has been approved by the board.
- (b) The curriculum shall reflect a unifying theme, which includes the nursing process as defined by the faculty, and shall be designed so that a nurse who completes the program will have the knowledge and skills necessary to function in accordance with the minimum standards for competency set forth in Section 1443.5.
- (c) The curriculum shall consist of not less than fifty-eight (58) semester units, or eighty-seven (87) quarter units.
- (d) Theory and clinical practice shall be concurrent in the following nursing areas: medical/surgical, maternal/child, mental health, psychiatric nursing and geriatrics. Instruction will be given in, but not limited to, the following: personal hygiene, human sexuality, client abuse, cultural diversity, nutrition (including therapeutic aspects), pharmacology, legal, social and ethical aspects of nursing, nursing leadership and management.
- (e) The following shall be integrated throughout the entire nursing curriculum:
 - (1) Nursing process;
 - (2) Basic intervention skills in preventive, remedial, supportive and rehabilitative nursing;
 - (3) Physical, behavioral and social aspects of human development from birth through all age levels;
 - (4) The knowledge and skills required to develop collegial relationships with health care providers from other disciplines;
 - (5) Communication skills including principles of verbal, written and group communications;
 - (6) Natural sciences including human anatomy, physiology and microbiology; and
 - (7) Related behavioral and social sciences with emphasis on societal and cultural patterns, human development, and behavior relevant to health/illness.
- (f) The course of instruction shall be presented in semester or quarter units.

Data Collection and Evaluation

Each nursing education program should submit a plan for collecting nurse graduate data and should evaluate the program, and graduates to include at least the following:

1. Student Data and Evaluation

Tools shall be selected and/or developed that will provide descriptive information that may include but are not limited to the following:

- a. Number of applications for admission, number of nursing students enrolled.
- b. Data on nursing student population characteristics (e.g., age, sex, race, educational background).
- c. Students attrition and deceleration.
- d. Students fluent in a second language.

2. Graduate Data and Evaluation

Tools shall be selected and/or developed that will provide descriptive information to include the following:

- a. Number and percent of graduates.
- b. Data on nursing graduate characteristics (e.g., age, sex, race, educational background).
- c. Job selection, employment setting, and location following graduation.
- d. Graduates practicing in California, practicing as a registered nurse and practicing with underserved areas/populations.
- e. Data on NCLEX pass rates.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
STANDARDS FOR FUNDING SPECIAL PROGRAMS WITHIN NURSING EDUCATION
PURSUANT TO HEALTH AND SAFETY CODE, SECTIONS 128200, et.
(Revised September 13, 2006)**

Any California School of Nursing which meets the applicable Standards of the California Healthcare Workforce Policy Commission is eligible to apply for funding to support any of the following:

- A. The development of programs designed to reduce attrition rates within associate and baccalaureate degree pre-licensure nursing programs.
- B. The support of courses or programs that assist students in successfully passing the NCLEX the first time.
- C. Development of graduate level nursing programs that prepare nurses to become nursing faculty.
- D. Infrastructure to support expanded educational capacity, including the development phase of new nurse education programs.
- E. Clinical or preceptorship experiences that link nursing education programs with medically underserved communities in California which appear likely to result in the location and retention of nursing graduates in such communities.
- F. Identify preceptors to increase number of clinical sites.
- G. Other programs consistent with statutes and activities of the Commission.

Programs that apply for special program funding must be able to demonstrate how the funds will be used to increase the number of RN students that graduate annually.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
GUIDELINES FOR FUNDING SPECIAL PROGRAMS WITHIN NURSING EDUCATION
PURSUANT TO HEALTH AND SAFETY CODE, SECTIONS 128200, et.
(Revised September 13, 2006)**

REDUCING ATTRITION RATES

The Commission acknowledges data from the California Board of Registered Nursing which illustrates that a reduction in associate and baccalaureate degree nursing attrition rates by 50% could increase the annual supply of nurses substantially (by over 1,200 graduates).

Strategies to reduce attrition can include:

- Institute “preparation for success” interventions for at-risk pre-nursing students before students enroll in a nursing program.
- Establishing mitigation strategies to increase retention, including the replication of demonstrated successful practices. This may include use of case managers, tutorial, and mentoring programs for at risk students; faculty education in how to positively reinforce students; and providing support for social/economic interventions to decrease attrition.
- Integration of basic skills in the nursing curriculum including English as a second language and reading comprehension, and adjusting instructional methods to incorporate cultural awareness and improve support services.

INCREASING NCLEX PASS RATES

An important process of school to career transition is providing support to ensure a successful completion of the NCLEX exam. Consideration will be given to nursing education programs that offer review courses (i.e. Regional Health Occupation Resource Center’s NCLEX review course) and study review time for new nursing graduates.

PREPARING REGISTERED NURSES TO BECOME NURSING FACULTY

The Commission acknowledges that one barrier to expanding the enrollment capacity of nursing education programs is directly related to an inadequate faculty supply. Consideration will be given to nursing programs that:

- Include an education track in Masters level programs to increase the numbers of qualified nursing faculty.
- Develop educational programs that prepare nurses with non-nursing masters to become nursing faculty.
- Pilot models that offer master's education to working assistant instructors in licensed vocational nursing and RN programs.
- Offer summer institutes in nursing education to masters-prepared nurses who wish to become nursing faculty.

INFRASTRUCTURE TO SUPPORT EXPANDED EDUCATIONAL CAPACITY

The Commission acknowledges that the nursing shortage is predicated on many issues that can be alleviated through the use of technology and increased accessibility to existing nursing faculty. Consideration will be given to nursing education programs that:

- Implement innovative and alternative educational venues that expand capacity, make nursing education more accessible, leverage faculty resources and space, and increase enrollment in nursing programs.
- Implement web-based solutions to coordinate and maximize access to clinical training sites.
- Expand educational capacity and redesign nursing education through the use of clinical simulation technology and laboratories.
- Increase cost effective access to nursing education in regional areas with inadequate nursing education resources-- use of distance learning and web-based venues, and mobile learning vans and simulation labs in regional areas with insufficient educational capacity.
- Increasing the availability of nursing prerequisite coursework.
- Provide funding resources necessary for the implementation of newly accredited Registered Nursing programs.

STRATEGIES RELATING TO UNDERSERVED AREAS

The Commission acknowledges the importance of delivering nursing care to underserved areas of California and to areas that are multicultural or economically disadvantaged. Special consideration will be given to education programs which have the best record in encouraging nurses to practice in such areas.

**SONG-BROWN HEALTH CARE WORKFORCE TRAINING ACT
CONTRACT CRITERIA FOR
REGISTERED NURSING EDUCATION PROGRAM CONTRACTS
PURSUANT TO HEALTH AND SAFETY CODE, SECTIONS 128200, et.
(Revised September 13, 2006)**

I. Contract Awards

- A. Each contract entered into, pursuant to the Song-Brown Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (hereinafter “the Act”), shall be based on the recommendation of the Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.
- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education program.
 - 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

E. Maintenance of Effort

Registered nurse training programs approved for funding under the Act, shall, as a minimum, maintain a level of expenditures equivalent to that expended for registered nurse training during the 2004-05 fiscal year. For new training programs not in existence in the 2004-05 fiscal year, the maintenance of effort will be based on the level of expenditures equivalent to that expended during the academic year in which the program first applied for and subsequently received funds from Song-Brown, Funds provided in this contract shall not replace the funds supporting the level of training program expenditures stated above.

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 120 days of contract's end to the Healthcare Workforce and Community Development Division. The invoice shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this agreement, and costs to the Contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the Contractor prior to the effective date of the Contract.
- C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, and only when not prohibited by other provisions of these Contract Criteria.
- D. Method of Payment

Payment under the Act shall be at a capitation rate per student for each student enrolled in the education program or up to \$125,000 for special programs.

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

Reports of nursing education program expenditures and enrollment of nursing students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

C. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.

2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.
4. The education institution shall preserve and make available its records (a) for a period of three years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

**CALIFORNIA HEALTHCARE WORKFORCE POLICY COMMISSION
OPERATING GUIDELINES
ADOPTED JUNE 10, 1999
(Revised September 13, 2006)**

The California Healthcare Workforce Policy Commission (Commission) values the expertise and perspective of applicants and encourages their input. In order to manage the application process in the most effective and efficient manner, the Commission has adopted operating guidelines to provide open communication that is fair and manageable and allows for progress to be made in the limited time available. The Commission hopes that the operating guidelines will allow everyone adequate opportunity for input.

GENERAL COMMUNICATIONS:

To communicate outside of Commission meetings, information and/or materials should be forwarded to the Program Administrator, who will consult with the Commission Chair as to how best to disseminate the information to Commissioners.

APPLICATIONS:

The deadline date for completed applications is firm. Information missing from incomplete applications may be submitted **by 5:00 p.m. Pacific Time on Thursday, November 6, 2008**. Exceptions will be made at the discretion of the Chair.

Past funding does not guarantee future funding.

FORMAL PRESENTATIONS DURING COMMISSION MEETINGS:

No special audio visual aids may be used during presentations. Any changes in the order of presentations required by a Program Director's schedule are the responsibility of that Program Director. Staff should be notified in advance of any changes.

Presenters should identify themselves by name, title and institution at the podium.

Presentations should be a maximum of 10 minutes, not including question and answer period from the Commission.

Number of presenters should be limited, preferably to one.

Presentation may include:

- Brief summary of the application
- Any new information or information not in the application
- Progress report/updates on activity
- How this application or program is different
- Key highlights/accomplishments
- Any challenges/explanation for why Song-Brown goals cannot be met.